

Visual Supply Catalog User Introduction

The Visual Supply Catalog (VSC) is part of the Clinical Center's web-based customer resource 'Hospital Services.'

The VSC is a web-based method for ordering CHS supplies. This document provides introduction information on:

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Normal Log In

- * Enter User ID (your email address).
- * Enter Password (your email password).
- * Click 'LOGIN'.

Hospital Services

Your User ID is your email address (i.e. jdoe@cc.nih.gov)

Login

User ID:	<input type="text" value="<email address>"/>
Password:	<input type="password"/>
<input type="button" value="LOGIN"/>	

Customer Home Page

You will be able to view any outstanding orders and status of each order. The home page is broken up into "My Orders" and "Unit Orders".

- ✱ "My Orders" contains all orders placed by the customer regardless of the unit.
- ✱ "Unit Orders" are all orders placed by the unit (delivery location) in which you are logged onto. You can change the unit (delivery location) by selecting 'User Settings' in the left column.
- ✱ You can search for orders you or your unit have already created by entering the order id into the order search box and clicking "go". This will take you directly to the order detail page.
- ✱ Clicking on the Order Summaries link will take you directly to the order detail page.

Hospital Services

Hello
nursing_test
([logout](#))

Active Unit: **11W**

Go To:

- [Request History](#)
- [User Settings](#)

Services:

- [CHS Home](#)
- [New Order](#)
- [Non-Inventory Items](#)
- [Order Summaries](#)
- [Equipment Services](#)
- [Non Routine Pickup](#)
- [Order Summaries](#)
- [Building Services](#)

- Messenger & Escort
- Housekeeping
- Ambulance Request

Order Search
(by Order ID):

[Help](#)

[Contact CHS](#)

REQUEST HISTORY

Request Summary

ID	Date/Time	Order Type	Requestor	Status
41209	6-3-2004 08:52:24	Stat	nursing_test	Complete (6-3-2004 08:57:09)
40432	5-24-2004 13:56:44	Routine	nursing_test	Have Not Sent to CHS
39993	5-18-2004 16:39:06	Routine	nursing_test	Have Not Sent to CHS
39609	5-13-2004 13:17:21	Routine	nursing_test	Canceled by User
37901	4-22-2004 11:06:24	Routine	nursing_test	Have Not Sent to CHS
35350	3-25-2004 10:26:04	Routine	nursing_test	Complete (4-22-2004 10:58:21)
35348	3-25-2004 10:16:39	Stat	nursing_test	Have Not Sent to CHS

UNIT REQUEST HISTORY

Request Summary for 11W

ID	Date/Time	Order Type	Requestor	Status
41561	6-8-2004 07:02:37	Stat	Cantave, Daly (NIH/CC/NURS)	Partial
41542	6-7-2004 16:15:04	Routine	Drake, Denise (NIH/CC/NURS)	Complete (6-7-2004 16:25:34)

New Orders—Routine and Stat Orders

To create new orders select “New Order” from the left column. You will be asked to select the type of order: Stat, Routine, or Take Home. Click “Continue”.

Routine and Stat Orders

- Enter Patient’s name (this is optional)
 - Search for the product you wish to add to your shopping cart for this order. (See Product Search for more information.)
 - Select the product you wish to add by clicking on the Product ID.
 - Within the product detail page you will be able to enter the quantity you wish to order and click “Add to Cart”
 - You will be directed to a page containing the product search and your shopping cart.
 - You can update the quantity changing the number and clicking “Update”
 - Once you are done adding all the products for a specific order, click “continue” to send the order to CHS.
 - You will be directed to a confirmation page showing the order detail. To modify the order, click “Modify”. You will be able to change the order type and add additional products. You can also cancel the order by clicking “Cancel”.
 - To complete the order, click “Submit”.
 - Upon order submission, you will receive a confirmation that your order was sent to CHS. Each order is assigned a number. The order number is helpful to have on hand if you have questions about the order.
 - You will not be able to make modifications to the order once it has been submitted.
 - If you need to modify the order after submission, you will need to contact CHS directly at 301-496-2243.
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New Orders—Take Home Orders

To create new orders select “New Order” from the left column. You will be asked to select the type of order: Stat, Routine, or Take Home. Click “Continue”.

Take Home Orders

- Enter Patient’s name (this is **NOT** optional)
- Search for the product you wish to add to your shopping cart for this order. (See Product Search for more information.)
- Select the product you wish to add by clicking on the Product ID.
- Within the product detail page you will be able to enter the quantity you wish to order and click “Add to Cart”
- You will be directed to a page containing the product search and your shopping cart.
- You can update the quantity changing the number and clicking “Update”
- Once you are done adding all the products for a specific order, click “continue” to send the order to CHS.
- You will be directed to a confirmation page showing the order detail. To modify the order, click “Modify”. You will be able to change the order type and add additional products. You can also cancel the order by clicking “Cancel”.
- To complete the order, click “Submit”.
- Upon order submission, you will receive a confirmation that your order was sent to CHS. Each order is assigned a number. The order number is helpful to have on hand if you have questions about the order.
- You will not be able to make modifications to the order once it has been submitted.
- If you need to modify the order after submission, you will need to contact CHS directly at 301-496-2243

Product Search

There are 3 ways to find a product: product id, name, and description.

Product ID

To find a product by product id, simply enter the 5-digit id and click “go”. If there is a match, the VSC will direct you to the product detail page, otherwise it will inform you a match was not made.

Product Name and Description

To find a product by name or description you can enter part of the name or some descriptive words.

To see you the buttons help limit or expand our search, view the example below.

ID	Name	Description
00454	ADAPTER BLOOD INSERT	BAC T ALERT ADAPTER TUBE
00453	ADAPTER BLOOD CULTURE	BAC-T ALERT ADAPT BOTTLE

*If you entered “00454” then the Bac-T Alert Adapter Tube would be returned.

*If you entered “BOTTLE” then the Bac-T Alert Adapter Blood Culture Bottle would be returned.

*If you entered “ADAPTER” then both products would be returned.

*VSC has search engines you can access by clicking the choices below the text box in which you enter the product ID, name or description.

Modifying and Completing Previous Orders

If you started an order, but did not submit the order to CHS prior to ending your session, you will be allowed to modify the order. Orders that have not been submitted to CH can be found on the “Order Summary” page. You will be able to view orders you started, or orders someone in your unit started. To work with an existing order, locate the order and click on the order id. You will be able to add additional products or change the order type by clicking “Modify”. You may also complete the order by clicking “Continue”. If you started the order, you will have the ability to cancel the order by clicking “Cancel”.

Order Summaries

Orders that have been submitted to CHS can be found on the “Order Summary” page. You will be able to view orders you submitted, or orders someone in you unit submitted by locating the order and clicking on the order id. You will be able to view the order detail and status, however, you will not be able to modify any information on this order.
